

Housing Management Bulletin



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MANAGEMENT DIVISION
NATIONAL ASSOCIATION OF HOUSING OFFICIALS

June 15, 1943

JOINT REFERENCE

THE DIVISION'S NEW YEAR

JUN 28 1943 NOTES FROM THE ANNUAL MEETING

At the close of its Fourth Annual Meeting on May 21 in New York, the Management Division entered its fifth year, having more than quadrupled its individual memberships -- from 89 in 1940 to 426 as of the first of this month. In addition, 172 local authorities throughout the country enjoy Division membership as a part of the overall services of the Association which they receive as agency members of NAHO.

Thus, with the support of its expanding membership behind it, the Division anticipates a productive year. The new officers and Executive Council (see the May-June NAHO NEWS, page 46) believe that the Division will make at least two important contributions to the housing management profession during 1943-44: (1) through Mr. Arthur Bohnen's field study of large-scale rental property which is being undertaken with the cooperation of the Federal Public Housing Authority and (2) through the strengthening of the committee program begun last year. A statement of the Division's basic policies in setting up this program is in preparation by the Division's new Chairman, Mr. John J. Ducey, and will appear in the next issue of the HOUSING MANAGEMENT BULLETIN, planned for July.

UN-RATIONED . . . Membership blanks are available in any quantity. Send for a supply and enroll new members for the Division. (We are still awaiting return of many of the blanks sent out to members with the March BULLETIN.)

COMMUNITY FACILITIES AND SERVICES IN WAR HOUSING LIBRARY

Abner Silverman, Deputy Assistant Commissioner for Project Management, Federal Public Housing Authority

Mr. Silverman reviewed quickly the evolution of the community facilities idea from its timid beginning in the low-rent housing program to its present much emphasized position on the war housing scene. But, he said, "While needs for these services increased rapidly, and while public recognition of these needs increased rapidly, the wherewithal to meet the problem decreased. Transportation became limited; doctors and nurses went off with the troops; normal opportunities for recreation decreased; recreational leaders and supervisors who might have filled the gap went into the USO - the Red Cross - into the morale activities of the Army and Navy. WPA closed down . . .

"Now let's turn to a problem that all of you have faced since the closing out of WPA . . . The problem is usually put this way. FPHA recognizes that, if necessary, it will supply nurses for infirmaries, firemen to man the pumps, police services, and project services advisers to marshall the resources of the community. Why, if you provide all these, won't you provide playground supervisors and qualified recreational leaders? Aren't the direct recreational needs of tenants just as important as their need for health, and police and fire service?

"Well, they are. But first, -- let's consider some of the valid reasons why we haven't crossed the Rubicon yet.

Reduced Local Funds

*Communities have not reduced their funds for health, fire and police service. They have reduced their funds in some cases for recreational activities. If a housing project is located in such a community and if you believe that a housing project should be part of the community, then the problem is only incidentally a project problem. It is really a community problem which calls for a different method of attack.

"Secondly, we doubt that we have Congressional support for it. Any widespread practice of employing leaders and

supervisors for recreational and other community activities may well produce adverse national reactions.

"In addition, an established and accepted pattern of agency organization has developed over a period of years for the provision of such leaders. To have FPHA step in to do the direct job would represent a duplication of function and a threat to those agencies considered responsible for the provision of such activity programs.

"And, then, there is the cost of providing this leadership, which would probably prove staggering, if FPHA assumed total responsibility.

Tenants Can Assume Responsibility

"At this juncture, I find myself in the position of acknowledging that we have a really serious problem in community relationships, and at the same time edging away from accepting responsibility for the problem, to which we have contributed by building housing.

"Well, we are edging away from this final assumption of responsibility partially, because we believe that there exists in every war housing project a tremendous potential capacity among the tenants to meet their own problems of recreation. Tenants of war housing projects may be of substantial assistance in the development of education-recreation programs through voluntary service as leaders and through their voluntary contribution of funds to obtain professional leadership and supervision. Tenant organizations could function in a manner similar to a community chest organization, with money raising affairs and even fees and charges for special activities such as adult craft groups, adult dancing groups, etc., providing a source of additional funds. In addition, many tenant volunteers after a short

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IN THIS CORNER WE HAVE . . . AXIDUNCE
— IN THE OPPOSITE CORNER, WE HAVE . . . AXIDUNCE

Axidunce is the none too mythical character being publicized by the Office of War Information in a campaign to reduce accidents due to carelessness and ignorance. The campaign's purpose is not particularly to prolong the lives of people like Axidunce but to protect war industry from unnecessary manpower shortages.

THE MASTHEAD

The Mothers' Club at Edgewood Homes in Akron, set up last fall, has proved to be an extremely active organization. In the first six months of its career, it has sponsored a rummage sale that netted \$60; three halloween parties for various age-group children; a Thanksgiving dinner-dance (netting \$20); and private and public presentations of a minstrel show that was performed and directed by its members. The entire cast of the show is pictured in the masthead.

The show was first given at one of the meetings of the club, such entertainment features being a part of all regular meetings of the group. For the repeat performance, tickets were sold and the public invited. Local authority staff members and commissioners attended the performance and pronounced it highly successful and a credit to the tenant group which had planned and executed it.

AVAILABLE UPON REQUEST . . .

GUIDE FOR WATCHMEN

The Detex Watchclock Corporation, 76 Varick Street, New York City, distributes without charge a 30-page booklet entitled "Plant Protection for National Defense; a modernized manual of rules, regulations and instructive information to guide Watchmen, Guards and Supervising Personnel." Although, of course, the pamphlet carries a commercial message, it does a thorough job of analyzing the requirements for a good watchman and sets up an effective routine for adequate property protection.

CHILDREN'S BUREAU PAMPHLETS

The Children's Bureau of the United States Department of Labor has available upon request a series of pamphlets (Publication Nos. 270, 282, 289, and 294) designed to assist war-working parents in solving problems which the emergency has created in child and home care.

raining period can serve more than adequately as project activity leaders.

"It has been the experience in a number of projects that with encouragement and help, a good sound community activities program can be carried on without full professional assistance.

Try . . . and Try Again

"In brief, I feel that before FPHA can cross the Rubicon of providing activity leaders on a full or part-time basis, all other resources must be employed. And when they have been exhausted, we ought to try all over again to make absolutely sure that in some other group, in the tenant body itself, or in nearby communities, there does not exist someone, some group, who can help and who is better able to do the job than we.

"We have moved a long way forward both in providing facilities and in securing community acceptance of these facilities as part of the housing program. This has been realized because we moved gradually on the firm foundation of integrating our projects with the communities. If we try to force the community pattern we will arouse resentment and create unnecessary barriers in our way.

"The need is great, yes, -- but let us recognize that the complete responsibility for doing the job that has to be done is not FPHA's alone, but the job of many agencies and many groups working together to build living communities or the industrial pioneers that the war created.

"The attack on this problem which is directed toward the community situation has, I believe, a better chance of success than the attack which is directed solely to the project situation . . ."

SPECIAL PROBLEMS OF TEMPORARY

AND DEMOUNTABLE HOUSING . . .

James E. Cody, Manager, Victory Villa
Middle River, Maryland

"It has been my privilege to be at Middle River, Maryland, since November, 1941. Since that time, this little rural area, containing only farms and shore cottages, has grown to be the third largest city in Maryland. Our project has grown from 235 trailers and five dormitories to 1,200 trailers, 1,200 houses, and five dormitories. There are now being built 1,000 more housing units and an additional 100 trailers. In these units there are approximately 10,000 men, women, and children, who will be augmented by another 5,000 or 6,000 persons . . .

"Yes, we have built a city, and within it you will find the same elements that enter into the life of any community . . . We have established . . . the first trailer post office in the United States and mail is delivered to each trailer and house. There is a community health center, where office hours are held each day by an attending physician . . . There are two public health nurses . . There is a trailer allotted to them for clinic work . . We have church services and Sunday School each Sunday. The minister and his wife have entered into the life of the community

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WE PRESENT . . .



DIVISION
CHAIRMAN
JOHN M.
DUCEY

(Eleventh in a series of biographical sketches of the Division's Officials)

At the Division's Fourth Annual Meeting in New York City on May 21, Mr. Ducey, Business Manager of the Chicago Housing Authority, was elected Chairman of the Division for 1943-44. As one of the Division's first members since the date of its initiation in 1940, Mr. Ducey has been continuously active in its affairs, serving as a member of its Committees on Training and on Administrative Practices in Housing Management; as a program participant; and as a contributor to its publications.

Mr. Ducey was born in Grand Rapids (Michigan) and educated at the Campion Preparatory School in Wisconsin, the College of the Holy Cross in Worcester (Massachusetts) and at Northwestern University, from which he has a Master's degree in Business Administration. For several years he was connected with a Chicago organization of real estate appraisers and property analysts and was introduced to the housing program in 1934 as a member of the organization that appraised the site of Jane Addams Houses in Chicago for the PWA Housing Division. In 1939 he joined the Chicago Housing Authority as Administrative Assistant and Purchasing Agent.

Of housing management and the Division, Mr. Ducey says: "I regard the science and art of property management as being in their formative stages and consider that the organized efforts of members of the Management Division can contribute greatly not only to achieving the objectives of the public housing program, but also to raising the standards of management in privately-owned properties."

New Division Members

Applebaum, Ciel H. (Heyman) - Housing Management Adviser, New York State Division of Housing
 Batnick, Michael A. - Assistant Chief for Management, Administrative Planning Division, Federal Public Housing Authority, Washington, D. C.
 Beck, Walter G. - Assistant Executive Director, Housing Authority of the City of Los Angeles
 Blackshear, E. C. - Felwood Homes, Savannah
 Casgrain, Ardon E. - Assistant Regional Representative, National Housing Agency Region II, New York
 Coates, Maurice A. - Housing Manager, Arlington Traifer Camp #2, Arlington (Virginia)
 Coleman, Albert I. - Housing Manager, West Hill War Housing Project, New Haven (Connecticut)
 Darwin, John T. - Chief of Maintenance, Linda Vista Housing Project, San Diego
 Duncan, Charles A. - Resident Manager, Duwamish Bend, Seattle
 Faine, Mrs. Ruth Godes - Chicago
 Friedman, Louis - Housing Manager, Clason Point Gardens, New York City
 Gardner, Miss Louise E. - Assistant Adviser in Leasing and Occupancy, Region VI, Federal Public Housing Authority, Chicago
 Garrett, Mrs. Edna - Assistant Director for Management, Housing Authority of Corpus Christi
 Glassgold, Adolph C. - Region II, Federal Public Housing Authority, New York
 Graham, P. D. - Resident Manager, Maple Grove Park, Windham (Ohio)
 Green, Curtis T. - Housing Manager, Copeland and Newsome Parks, Newport News (Virginia)
 Griffin, William E. - Assistant Manager, James Weldon Johnson Homes, Philadelphia
 Gudelsky, Louis - Housing Manager, Federal Public Housing Authority, Muskegon (Michigan)
 Haas, Robert S. - Housing Manager, Allequippa Terrace, Pittsburgh Hall, Leila M. - Assistant Manager, Yesler Terrace, Seattle
 Hendrickson, Norman W. - Housing Manager, Federal Public Housing Authority, Washington, D. C.
 Hillery, Raymond J. - Housing Manager, Langfield Homes, Buffalo
 Hippie, S. Ritter - Manager, War Housing Center, Williamsport (Pennsylvania)
 Jones, Mrs. Inez B. - Acting Secretary and Executive Director, Housing Authority of City of Raleigh
 Karas, Oswald V. - Architect, Municipal Housing Authority of the City of Schenectady
 Kearney, Harry J. - Maintenance Superintendent, Allegheny County (Pennsylvania) Housing Authority
 Kearns, James L. - Regional Maintenance Engineer, Region VII, Federal Public Housing Authority, Kansas City (Missouri)
 Koleser, Andrew - Housing Manager, Heckman Terrace, Phillipsburg (New Jersey)
 Krauss, Eugene A. - Associate Management Adviser, Region V, Federal Public Housing Authority, Cleveland
 Lane, Charles E., Jr. - Management Adviser, Federal Public Housing Authority, Washington, D. C.
 LeMoyne College Library - Memphis
 Lumden, Mrs. May - Director, Bureau of Tenant Relations, New York City Housing Authority
 Marcuson, Miss Esther H. - Assistant Housing Analyst,

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and have assisted in forming many social groups, among which are Boy and Girl Scout troops . . . There is a USO trailer with a library . . . Travelers Aid has another trailer which has been very helpful . . . We have established a weekly newspaper . . Shortly, an expandible trailer will be available as a dentist's office . . . We have a child care center . . New School buildings were allocated to the area, to be built and furnished by the government and a settlement in lieu of taxes was promised the county. The county school authorities arranged for bus service, to outlying areas where schools could accommodate the children. A survey of our trailers disclosed qualified teachers and these were employed. Additional busses and a stagger system was used to accommodate the children as the population increased. The new school houses have been built and will be ready for occupancy next fall . . .

"To offset . . ever occurring inconveniences which are quite upsetting to the peace of mind of the war worker and his family, there must be many community activities. We must foster and direct social functions, moving pictures, and educational work in health and other matters. There must be planned recreation, victory gardens, athletic activities, and the like. At Middle River we realize the importance of these activities and are encouraging and directing each and every one . . ."

CONSERVATION OF MANPOWER THROUGH TRAINING . . .

William Conover, Training Bureau
 War Manpower Commission

The following brief of Mr. Conover's remarks to a luncheon meeting of the Division on May 21, 1943, has been prepared by the Office of Housing Management Training of the Federal Public Housing Authority.

"Every type of management, including housing, today faces acute production problems occasioned by loss of employees to the armed forces, by drastic shortages in equipment and materials, and by constant problems of labor relations. All of these problems can be helped through training -- some of them can be solved.

"To make training an instrument of production:

- " - Management must determine the policy, i.e., that training be done.
- " - Each operating executive must take hold of the job and see that every supervisor trains as a part of his day-to-day work. The executive should look to his training adviser for appropriate plans and methods.
- " - The training adviser must be prepared to furnish each executive with proper plans as well as to provide technical assistance.

"Training-Within-Industry, through its twenty-three district offices, helps executives get started on the job of showing their supervisors how to train, either through job instruction, job methods, or job relations programs. Many housing authorities, without any cost to themselves, and working through the Regional Management Training Advisers

f the Federal Public Housing Authority, have already used WI for training their staffs.

"A summary of training results in 11,000 war plants to date shows 'break-in' time for employees reduced 50 per cent; scrap and spoilage reduced 38 per cent; production increased on operations where applied, 40 per cent."

WARTIME MANAGEMENT PROBLEMS . . .

In a session on wartime management problems, the difficulties of property maintenance and adjusted rent schedules received particular attention.

War Housing Rents — Dr. Harry W. Sturges,
Assistant Director for Project Management,
Region I, Federal Public Housing Authority

"I would . . . like to propose two policies as to rents for public housing. Neither are policies of the FPHA or the Regional Office, but both might be a step in advance in helping tenant tranquility. One would be to set a regional economic shelter rent. In a geographical region such as New England, wage rates have a certain similarity. Furthermore, it is difficult for tenants to understand different rents for the same type of accommodations when the differences which are of no benefit to such tenants are due to varying development costs between projects. Therefore, if a fair average economic shelter rent for similar types of projects in a region were set, it would provide similar rents for similar quarters in any city of the region and would be understood better by tenants.

"The other suggestion would be to set two rents. The first would be the economic shelter rent for the average war worker, whose income we might consider in Region I to be about \$3,000 a year. The second would be the comparable rent -- that is, comparable to similar private housing -- if such a rent is higher than an economic shelter rent. This comparable rent would be used for those earning more than \$3,000. Such a policy would be helpful to private housing, since it would prevent applicants who can afford to rent available private homes from insisting on living in public housing projects because of cheaper rents. It would also provide more income to the government, if such workers should have to be housed in public housing by reason of the fact that an adequate supply of private dwellings were not available.

"Finally, it must be emphasized that in those areas where private dwellings are available, it is of course in the interest of good public relations, to have vacancies, if they do occur, in public rather than in private housing.

"This matter of rents for war projects has given me concern for some time, as the average war worker cannot afford rents equal to those charged for private housing -- and those with higher incomes should not receive the benefits of a hidden subsidy."

(Since the New York meeting of the Division, Dr. Sturges reports, FPHA has set up a new rent policy which establishes the principle of charging comparable rents and which is to some extent along the lines of the discussion at the meeting. Dr. Sturges suggests that this new policy "could well be expanded to provide that no tenant should pay more than

New Division Members

Project Management Branch,
Federal Public Housing Authority, Washington, D. C.
Matson, J. Warren - Assistant Housing Manager, Wadsworth Terrace, Pittsburgh
McClary, Robert B. - Manager, William Mead Homes, Los Angeles
Morin, Professor Grace - Cornell University, Ithaca (New York)
Morrissey, Mrs. Madelyn - Resident Manager, Chollas View Project, San Diego
Nowak, Francis - Senior Housing Management Adviser, Region I, Federal Public Housing Authority, Boston
Pickering, Mrs. Claire L. - Housing Manager, Federal Public Housing Authority, Junction City (Kansas)
Potter, Allen R. - Executive Assistant, Housing Authority of the City of Seattle
Rathbun, Rowland - Principal Housing Management Adviser, Federal Public Housing Authority, San Juan, Puerto Rico
Reich, Harry R. - Housing Manager, Sheridan Parkside, Tonawanda (New York)
Reilly, Joseph F. - Director of Community and Tenant Relations, Housing Authority of the City of Newark
Seaman, Julius J. - Secretary, State Housing Authority, New Jersey
Sebralla, Louis G. - Housing Manager, Lauderdale Courts Project, Memphis
Shields, Thomas H., Jr. - Housing Manager, Truxton Dormitories-Trailers, Norfolk (Virginia)
Simpson, Gordon H. - Manager, Outhwaite Homes, Cleveland
Skagerberg, R. - Senior Mechanical Engineer, Management Standards Division, Federal Public Housing Authority, Washington, D. C.
Stillson, Floyd B. - Housing Manager, Duneland Village, Gary (Indiana)
Stone, Miss Zelda G. - Management Division, Leasing and Occupancy, Region X, Federal Public Housing Authority, San Francisco
Summers, George J. - Housing Manager, Lakeview Houses, Buffalo Taylor, Mrs. Margery L. - Housing Manager, Federal Public Housing Authority, Marianna (Florida)
Thiemonge, C. P. - Housing Manager, Housing Authority of the Birmingham District
Thompson, Miss Ep - Management Aide, Housing Authority of the City of Corpus Christi
Tiffet, Robert H. - Director of Operation and Maintenance, Buffalo Municipal Housing Authority
Tripp, Philip F. - Executive Director, New Bedford (Massachusetts) Housing Authority
Van Dusen, Earl C. - Housing Manager, Federal Public Housing Authority, Minneapolis
Vinton, Warren J. - Chief Economist, Federal Public Housing Authority, Washington, D. C.
Volner, Kelsey - Manager, Vladbeck Houses, New York City
Watson, Robert A. - Executive Director-Secretary, Housing Authority of the City of Atlantic City
Weatherly, Willis C. - Manager, Valley Homes, Cincinnati
Wenrich, Frank B. - Executive Director, Housing Authority of the City of Newark
Wood, William O. - Assistant Manager, Presidential Heights and Bay Village, New Bedford (Massachusetts)
Woolrych, Edmund H. - Associate Supervisor of Village Properties, Tennessee Valley Authority

20 per cent of his family income in rent, in order to prevent undue hardships with adverse results to the war effort.")

Maintenance

The principal fact brought out in the discussion on maintenance was that women are now being trained to take the place of men as maintenance mechanics (Ray O. Edwards, Executive Director of the Housing Authority of Jacksonville reported considerable experience along this line) and that the materials of poor quality that are now going into war housing units and their equipment require maintenance workers to be particularly careful and ingenious in servicing and repairs.

MANAGERS' GRAB BAG . . .

Mr. Kelsey Volner, Manager of Vladeck Houses in New York City, who acted as Chairman of the Grab Bag session at the New York meeting, in the same spirit of stimulating levity with which he conducted the session, says: "If the session accomplished nothing else it did accomplish these two positive things:

"1— It was positively the only session that ended on time.

"2— It surpasses belief, but it was the only session in which there was not one single worthwhile plan offered for postwar reconstruction."

FROM "THE NEW YORKER"

April 17, 1943

THE GOOD LIFE

[A sign in the corridor of a rooming house in the Memphis black belt]

RULES FOR THIS ROOMING HOUSE

All rent must be paid in advance or half of it. All rooms must be kept nice. No washing, eating, cooking or keeping food in washstand drawers. No sub-renting

rooms to anyone. The rooms are rented according to the number of beds in the room and the number of persons to stay in a room. In a room with one bed only two persons are allowed and no more. No gambling. No bootlegging. And no receiving stolen goods or anything of that kind. If we know it you will have to move at once or you will be reported to the police headquarters.

"This May Seem Funny . . ." the story continues, "but it is business for no one wants to live in a place where a gang of underworld people live." The rules are then cited, a few of them running as follows:

"The lobby is strictly a sitting room and no bad language is allowed. No disorderly conduct. No lying down on the davenport. No two or more persons allowed to sit in one chair at the same time nor on the arms of the chair or on the center table. No drunk person is allowed in the lobby. Take them to your room or out of doors. No kissing, hugging or loving of any kind allowed in the lobby. Go to your room for that. All roomers are responsible for the disorderly conduct of their visiting friends . . .

"Remember that the kitchen is for cooking and eating and must be kept clean. No washing, no hair straightening, no hair cutting and shaving . . .

"So please read this sign and understand it good before you rent a room here. Then you will know just what to do. So please don't be frightened after you read this sign for it is mighty fine to live in a nice, quiet place . . ."

DECENTRALIZING TENANT SELECTION

Local authorities that operate several sizeable housing developments may be interested in the New York City Housing Authority's decentralization of its tenant selection procedures as summarized by Project Progress, tenants' newspaper at Red Hook Houses in New York: The Authority has decentralized

its tenant selection activities. Families who want apartments in any of the projects will now apply directly to the office of the particular project in which they would like to live. Each applicant will be able to learn upon filing his application whether any apartments for which he would be eligible will be available in the immediate future. If there are no vacancies in the project to which he applies, he will be referred to the offices of projects which have vacancies.

The eligibility of applicants will be determined at the offices of the projects. To facilitate the work of the projects, the investigation of the housing conditions of the applicants will continue to be conducted by a small central investigating staff. This investigation will not be made until the project offices have cleared all other matters affecting eligibility.

In the new applications procedure greater reliance will be placed upon the family that is applying, for the furnishing to the Authority of necessary information as to income. For instance, the applicant will be given forms to have his employer fill out.

A central applications office was necessary in normal times, when the opening of new projects meant the selection of thousands of new tenants, in order to fill these projects when they started operation. Since no new projects will be constructed for the duration of the war, it is felt that the time between the filing of an application and the securing of an apartment can be shortened if applications are handled by the individual projects.

A new circular has been written which gives information on how to apply for an apartment, including: citizenship and income requirements, average rent, the location of the Houses, and the hours to apply. A new feature of this circular is the schedule of what apartment sizes are available and in which projects. Copies of this circular may be secured at any project office.

AN EXTERMINATION PROCEDURE

by George R. Genung, Director, Division of Plant and Structures
New York City Housing Authority

The following statement was prepared by Mr. Genung as a part of his work on the Division's Committee on Maintenance Methods and Problems, and Measurement Standards. Since the Committee is not yet ready to release its report, Mr. J.S. Rafferty, its Chairman, has recommended Mr. Genung's paper for publication in the BULLETIN.

New York has always considered exterminating an essential obligation of management. Wherever practicable, we have fumigated the furniture and belongings of all tenants moving into our projects with hydro-cyanic acid gas, giving reasonable assurance that the buildings are free of vermin when initially occupied.

Contracts were awarded annually from 1936 to 1941, inclusive, for routine exterminating services in the buildings excluding the treatment of tenants' furniture. Tenants were advised that it was their obligation to keep their own property free of vermin. Although we set up rigid schedules for inspection and treatment in our specifications and we prepared and maintained comprehensive records of the work of the exterminator, we experienced progressive decline in the quality of the service.

We decided to appoint licensed operators to our staff, purchase insecticides, and do the work ourselves. We retained a consultant at a nominal charge to select and instruct the personnel, prepare specifications for materials and equipment, and make periodic inspections. Beginning January, 1942, we appointed three exterminators, assigning to each an average of 3,500 apartments.

Furniture Inspection Included

We found many bad infestations of vermin in the structures and, in addition, there was evidence of widespread infestation in the tenants' furniture. We concluded that an inspection of tenants' furniture was necessary and, where infestation was present, treatment within the tenants' means should be provided. Tenants were notified that we would treat their beds for the nominal charge of \$1, if reported by them, and for all cases discovered by our inspector and not reported by the tenants, the charge would be \$2. The charge was kept low with the objective of obtaining cooperation from all the tenants and did not cover the entire cost. The response was gratifying and it was necessary to add two operators to the staff to handle these special cases. We have since raised the charges by adding 50¢ for each additional bed or couch over one.

From the standpoint of health and sanitation, it is just as important to control infestations of vermin within tenants' furniture as in the structures. One without the other is only a halfway measure. If left entirely with the tenant, the treatment of furniture will not be adequately covered and charges by private contractors are prohibitive. Unless comprehensive supervision and control can be exercised over contractors, a more effective job can be done by the Authority employees.

TENANT SUGGESTS ABANDONING PHRASE "THE PROJECT"

The following is an editorial that appeared in a recent issue of The Quinnipiac Eagle, tenant published newspaper at Quinnipiac Terrace, New Haven (Connecticut):

"Of late it has occurred to me more than ever that because we live in Quinnipiac Terrace is no reason why we should be different from other folks. As a matter of fact, we aren't, but many of us are putting ourselves in a particular category by calling it 'the project.' It is no more a project than any other enterprise whether it be housing or otherwise, or whether it be private or public. The so-called housing project in which we dwell has a specific name, Quinnipiac Terrace. It is a good name. It is well chosen and it is appealing in sound."

"So let's use it in place of 'the project.' If you say you live in Quinnipiac Terrace, you appear no different than anyone whom might say they lived at the Gilbert Arms or the Tudor Castle, or on Main Street, but when you say you live in the housing project in Fair Haven, or in that project by the river, you are immediately classifying yourself to the wonderment of others. After all many people live in communities, apartments and on numerous streets, but comparatively few people have ever lived in these housing units known as projects."

"Remember, folks, if someone asks you whom you married you would not say a girl, or a man. You would say Mary Smith or John Doe. Our community has a name too. So when asked where you live, remember -- QUINNIPAC TERRACE."

WANTED — TENANT NEWSPAPERS

If your tenants publish a community newspaper and NAHO is not on the mailing list, will you send copies to:

Joint Reference Library - NAHO
1313 East 60th Street
Chicago, Illinois

HINTS TO THE HOUSING MANAGER

GARBAGE CAN SUBSTITUTES

► Substitutes for galvanized metal garbage cans of various types are under experiment by the War Production Board and are now being manufactured by at least two companies in this country, according to the American Public Works Association:

The Federal Electric Company, 225 Michigan Boulevard, Chicago, has the patent on a fiber container impregnated with asphalt, to be sold for about \$1.50 per can. The Aberdeen Wood Products Company of Aberdeen, Washington, now has on the market a receptacle made of plywood in 10-, 16-, and 25-gallon capacities. It is made of three-ply 3/16" Douglas fir plywood, bonded with phenolic resin, with top and bottom of heavier five-ply material. The interior is protected by a wood sealer and three coats of acid-resisting, non-corroding black asphalt varnish, mixed with graphite. The exterior is finished with two coats of deck enamel.

CLEANING COOKING STOVES

► Ray Y. Copelin, Project Manager, Carmelitos, Los Angeles County, reports:

"One problem we overcame here was properly cleaning gas cooking stoves. We tried to do this in the apartments but found it very unsatisfactory. In order to overcome the situation, we purchased two extra stoves and then built a sink, installed four burners from an old gas stove, made a boiling container of heavy galvanized iron sheet-metal 20 x 20 x 12, and set up the following procedure:

"When a tenant moves out, we disconnect the cooking stove; bring it into the shop where our facilities are at hand; remove the top part of the burners,

the top grates, the oven grates, the broiler pan, and the broiler; put them in our sheet-metal boiler; and boil them in a strong solution made of powdered yellow soap and water. All of these parts come out shining like new and while this boiling is in process, the balance of the stove is cleaned and polished.

"To move the stoves easily, we made two flat-top dollies with a caster on each corner. The stoves are set on these dollies and can be moved at will. If we are not terribly busy, the stoves are cleaned at odd times and, thus, we sometimes have a clean stove ready for a new tenant at a moment's notice."

FLOOR MAINTENANCE

► At Linda Vista in San Diego in cleaning the floors of vacated units where they have become badly marked and marred from the skidding of furniture or some such mistreatment, the following methods have proved effective: rubbing with a cloth dampened with cheap white gasoline or applying a light coat of paste wax and then lightly rubbing with #2 or #3 steel wool. These treatments are recommended especially for hardwood floors, on which the use of soap or grit powder has the effect of raising the grain and necessitating a complete going over with steel wool in order to restore the proper finish.

CHROME FITTING CORROSION

► Another Linda Vista hint -- to prevent corrosion of chrome plated fittings, particularly around toilet bowls, clean and then apply a thin coat of white vasoline or petroleum with a soft cloth.

IDENTIFICATION OF GARDEN HOSE

► Also at Linda Vista (and all of these suggestions came from Mr. Earl W. Gifford, former

Chief of Maintenance there), the management uses a white or yellow traffic paint to put one foot bands around garden hose at several points along their length as a means of identifying them as project property and not that of individual tenants.

GARDENING ADVICE

► County agricultural agents are frequently willing to speak to tenant groups on how to start and maintain victory gardens.

TENANT MAINTENANCE SCHEDULE

► As a means of standardizing the schedule of tenant maintenance of stairways, the management at Colonel John Warner Homes in Peoria uses the following system:

Where there are two tenants living on a floor, the tenant with the lower number cleans the stairway down to the next floor the first half of the month, or 15 days (1st to 15th). The tenant with the higher number cleans the stairway the last half of the month (16th to the 28th, 30th, or 31st, as the case may be).

Where there are three tenants on the floor, the one with the lowest number cleans the stairway the first ten days (1st to 10th); the one with the next highest number cleans the stairway the next ten days (11th to 20th); and the one with the highest number, the last 10 days (21st to 28th, 30th, or 31st).

TRANSPORTATION FOR SHOPPING

► At Oak Leaf Park in Norfolk (Virginia), every Friday morning at 10 o'clock a special bus takes project families to a city marketing center under an arrangement that guarantees the bus sufficient passengers to pay for the trip.